

## Minutes

The Public session of the 26<sup>th</sup> meeting of the Council of the Pharmaceutical Society of Ireland established pursuant to the Pharmacy Act 2007 was held at 10.15am on Thursday 24<sup>th</sup> March 2011 at An Bord Altranais, Blackrock, Co. Dublin.

In attendance: Ms. N. Harvey (President), Mr. P. Fahey (Vice President), Mr. J. Collins, Ms. L. Clarke, Ms. M. Doherty, Dr. A. Frankish, Ms. C. Hallahan, Mr. E. Hanly, Dr. J. Hillery, Mr. A. Horan, Ms I. Kelleher, Ms. D. Larkin, Dr. B. Leddy, Ms. K. Mulvenna, Prof. J. Nunn, Ms. R. Purcell

PSI staff in attendance: Dr. A. McLoughlin (Registrar), Ms J. Aylward, Ms. C. Hogg, Ms L. Horgan, Mr. T. McGuinn, Mr. S. O hAodha, Mr. T. Reilly, Dr. C. Stokes

### 1. Apologies

Mr. S. Boyle, Prof. P. Gallagher, Mr. S. Hurley, Ms. M. Ní Longáin, Deputy Comm. N. O'Sullivan

The President brought to Council's attention that this meeting is number 26 not 24 as indicated on the Draft Agenda circulated previously. This is due to the fact two additional Private meetings were held over the past year.

### 2. Declaration of Interests

The President referred to Item 2 in Council documentation.

“Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they “be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.”

A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included as Item 2 and all members of the Committee are strongly advised to familiarise themselves with its contents.”

Mr. A. Horan stated that he had no part in the Code of Practice Compliance Review of the Pharmaceutical Society of Ireland which was conducted by the IPA (item 3.10 on today's Agenda).

### 3.0 Draft Minutes of Public Council meeting No. 23, 10th February 2011: (Sent: 16th March 2011)

The Minutes of the 23<sup>rd</sup> meeting of Council held on 10<sup>th</sup> February 2011 at An Bord Altranais were approved. Proposed and seconded by:

1. Prof. J. Nunn
2. Ms I. Kelleher

Action<sup>1</sup> : Registrar's Office

The Registrar read out the following list of nominations received to date in respect of the PSI Council Election to be held on April 20<sup>th</sup> 2011:

Mark BEDDIS (7315); David CARROLL (9970); Leonie Maria CLARKE (5180); Eamonn Daragh CONNOLLY (6122); John David CORR (5616); Sridhar Kumar MEDISHETTY (9791); Oisín Ó hALMHAIN (6164); Keith O'HOURIHANE (6730); Ignatius Noel STENSON (5328).

He confirmed that the Register stands at 4494 and that the Count will be held on 21st April in D4 Hotels Ballsbridge. It will be attended by Mr. Dominic Dowling, Solicitor and the PSI Internal Auditor, Mr. Jack Crowley, will oversee the event. The Dublin County Returning Officer will also assist in providing software for the Count itself. The Registrar invited the President and Vice President to attend the Count.

### **3.1 President's Time**

The President indicated she would defer this item to later in the meeting.

### **3.2 Registrar and Committee Report (Sent: 16th March 2011)**

The Registrar presented a PowerPoint presentation containing an update on key activities within each Unit of the PSI and a copy of this report was circulated at the meeting. In the overview of the Pharmacy Practice Development Unit, the Registrar confirmed that the PSI will shortly be meeting with Dr. Kevin Kelleher of the HSE regarding the proposed involvement of pharmacists in the immunisation programme. He reported that the PSI had also met with the HSE Crisis Pregnancy Programme to discuss the setting up of a small task force regarding advice and guidance in relation to pharmacy services.

The Registrar confirmed that the PSI has made a submission to the European Commission in response to the Public Consultation on the Recognition of Professional Qualifications Directive. The purpose of this consultation is to enable the modernisation of the Professional Qualifications Directive (Directive 2005/36/EC), which sets the rules for mutual recognition of professional qualifications between Member States. Mr. T. McGuinn briefed the Council on a particular issue arising in the operation of the provisions of the Directive, as implemented in Irish legislation by the Pharmacy Act 2007. He explained that serious difficulties had arisen in the processing of certain applications for recognition from individuals originally qualified as pharmacists in the UK. Directive 2005/36/EC does not appear to have included a provision as had previously been provided in Directives 85/432/EEC and 85/433/EEC which had allowed Member States to continue to award the qualification of pharmacist to persons on the basis of a four year course of training, in addition to courses of the required five year duration. The 1985 Directives also provided that any such coexisting courses that existed at the time be recognized as being equivalent for the purpose of mutual recognition. It was explained that the PSI has requested guidance on the issue from the European Commission, and have communicated with the UK authorities as it appears in this event that the PSI has lost an entitlement to register those pharmacists who obtained their qualifications in the UK on the basis of four year courses and which continued to be awarded up to the nineties. Mr. McGuinn confirmed that the PSI is engaging with the Department of Health to ascertain the most appropriate route whereby this issue may be progressed for the affected applicants. The issue has the potential to affect many UK trained pharmacists wishing to obtain recognition in Ireland.

The Registrar confirmed a PSI delegation had been invited to address the Pharmaceutical Ireland Council meeting in Cork on Wednesday March 30<sup>th</sup>. The PSI has been invited to make a presentation on the education reform programme that is in train for pharmacists both pre- and post-registration.

In relation to PSI properties at Shrewsbury Road and Northumberland Road, the Registrar indicated that there is renewed interest from potential purchasers and that he will keep Council briefed on developments.

### **3.3 Annual Report and Financial Statements 2010 (Sent: 16th March 2011)**

Dr. C. Stokes confirmed that minor typographical amendments had been made to the version of the report which was circulated to Council. The report is to be presented by 31 March 2011 to the Department of Health. Dr. Stokes confirmed that the Financial Statements had been approved by both the Administration and Finance and the Audit Committees. Following discussion, a number of minor amendments were agreed.

A discussion ensued as to how much detail the report needed to go into. It was agreed to split the report into a high level overview, followed by detailed appendices. The Council thanked the Administration and Finance and

the Audit Committees, along with Dr. Cheryl Stokes and the staff of the Administration and Finance Unit, for the considerable work involved in generating the report and the Financial Statements.

Council unanimously agreed to adopt the Annual Report for 2010.

Action<sup>2</sup> : Registrar's Office / Administration and Finance Unit

### **3.4 Appointment of Presiding Officer and Alternate Presiding Officer (Sent: 16th March 2011)**

The Registrar confirmed to the meeting that in relation to the election of the President and Vice President in May, and in accordance with Rule 17(4) of the PSI (Council) Rules 2008) it is necessary for Council to "appoint a presiding officer, and an alternate presiding officer who is available to act in the event that the presiding officer is not in a position to act and neither of whom shall be members of the Council"

The following are nominated to fill these roles:

Dr. Cheryl Stokes - Presiding Officer

Mr Tom McGuinn - Alternate Presiding Officer

Council unanimously approved the appointment of Dr. C. Stokes and Mr. T. McGuinn as Presiding and Alternate Presiding Officers.

Action<sup>3</sup> : Registrar's Office

### **3.5 Establishment of a Roll of Student Pharmacists (Sent: 16th March 2011)**

Ms L. Horgan had circulated a Memorandum on this item. She explained that the Professional Development and Learning Committee is recommending to Council the establishment of a roll of persons studying pharmacy in the schools of pharmacy in the State, in line with the provisions in Section 24 of the Pharmacy Act 2007. The Committee felt that a Roll of Student Pharmacists should also serve as a useful tool in the development of professionalism in student pharmacists and would facilitate a means of communication with the students in regard to their professional education, training and other developments as may be of interest to students.

It is proposed that the Roll of Student Pharmacists would be maintained electronically. The application process to have one's name entered on the Roll will be carried out as a paper process, at least in its initial phase, pending review of its operation and future potential ICT requirements. The administrative scheme for the operation and maintenance of this Roll will be submitted to Council at a future meeting.

Council unanimously agreed the establishment of a Roll of Student Pharmacists.

Action<sup>4</sup> : Professional Development and Learning Unit

### **3.6 Establishment of the National Forum for Pharmacy Education and Accreditation Appointment of the Forum Chairperson (Sent: 16th March 2011)**

The President confirmed that four separate items relating to the National Forum for Pharmacy Education and Accreditation were to be considered at today's meeting:

1. A decision to appoint a Chair of the National Forum.
2. Approval of the Terms of Reference for the National Forum.
3. Approval of the methodology for appointing members of the National Forum.
4. Appointment of member of the PSI Council to the National Forum.

Ms. L. Horgan introduced Dr. Frank O'Donnell and Mr. Andrew Brownlee of PA Consulting, who gave a presentation on the background to the process to source a Chairperson of the National Forum.

The presentation included a recommendation that Ms. Marian Shanley be proposed to Council for consideration as a suitable candidate for the role. The Terms of Reference for the National Forum and the methodology for appointment of members to the Forum was also covered in the presentation, along with the financial arrangements underpinning the work of the Forum and Chair. (The proposed terms of reference for the National Forum and scope of services for the Chairperson role had been circulated in advance to Council.)

It was agreed that quarterly reports to Council would be a useful tool for communicating developments over the course of the project implementation. The Registrar recommended that Council appoint a member to attend the Forum meetings. It was also noted that overall responsibility for the budget lies with the Registrar and that all policy decisions ultimately lie with Council. The Chair of the Forum will have no executive responsibility. It was confirmed again to Council that the Forum is established to advise and assist Council in its implementation of the recommendations contained in the PEARs Report and that the Forum has no independent decision-making authority. The Registrar confirmed that support for the initiative has been expressed by organisations such as the Higher Education Authority (HEA), the Schools of Pharmacy, the HSE and Pharmaceutical Ireland. As outlined in the draft terms of reference circulated to Council, it is envisaged that the Forum would comprise up to 12 members. The Registrar indicated that all appointments to the Forum will be approved by Council and that best practice would be applied in the recruitment process.

The Registrar thanked PA Consulting along with Ms. L. Horgan and staff at the PSI for the work involved to date. He confirmed a report would be brought to the Council meeting on 10<sup>th</sup> May 2011.

The following decisions were unanimously approved by Council:

1. It was decided to appoint Ms. Marian Shanley as Chair of the National Forum for Pharmacy Education and Accreditation

Proposed by Dr. J. Hillery. Seconded by Mr. J. Collins.

2. The Terms of Reference for the National Forum for Pharmacy Education and Accreditation were approved in draft form, to be amended to include clarity regarding role and reporting responsibilities to the PSI. To be addressed again on 10<sup>th</sup> May 2011.

Proposed by Mr. E. Hanly. Seconded by Ms. D. Larkin.

3. The methodology for the appointment of members to the National Forum was approved in draft format with the suggestion that appointment by open process be included for pharmacists practising in the various main practice settings (i.e. community, hospital and industry). The proposal to incorporate the concept of alternates for Forum members was also considered by Council to be a sensible approach.

Proposed by Dr. J. Hillery. Seconded by Mr. P. Fahey.

4. The nomination of the Vice President as a Council appointment to the National Forum was unanimously approved.

Proposed by Dr. B. Leddy. Seconded by Ms C. Hallahan.

Action<sup>5</sup> : Professional Development and Learning Unit

The Registrar indicated that a full briefing on the procurement process associated with the CPD process will be provided to Council.

Dr. J. Hillery left the meeting at 12.50pm. Ms. D. Larkin left at 1.00pm.

### **3.7 National Pharmacy Internship Programme**

#### **3.7.1 Policy proposal from the Professional Development and Learning (PD&L) Committee on guidance for tutor pharmacists regarding dual supervision of pharmacy interns and Third Country applicants (Sent: 16th March 2011)**

At its meeting held on 3rd March 2011, the Professional Development and Learning (PD&L) Committee considered the policy position on whether it is appropriate for a tutor pharmacist to act as a tutor to a Third Country Qualification Recognition (TCQR) applicant undertaking an adaptation period at the same time as tutoring a pharmacy intern undertaking the National Pharmacy Internship Programme (NPIP). The Committee was aware of the time constraints on tutors and the responsibilities and oversight by the tutor that the competence assessment entails and agreed to recommend to Council that it set a policy position that would limit a tutor pharmacist from supervising both a pharmacy intern and a TCQR applicant at the same time.

Council unanimously agreed to the policy proposal of the Professional Development & Learning (PD&L) Committee on guidance for tutor pharmacists regarding dual supervision of pharmacy interns and Third Country applicants

Action<sup>6</sup> : Professional Development and Learning Unit

### **3.7.2 Appointment of External Examiner for May 2011 sitting of the Professional Registration Examination (Sent: 16th March 2011)**

As indicated to Council at its 10 February 2011 meeting, the Professional Development & Learning (PD&L) Committee considered the appointment of a pharmacist practitioner to act as External Examiner for the 5<sup>th</sup> May 2011 sitting of the Professional Registration Examination (PRE) at its meeting held on 3<sup>rd</sup> March 2011.

The PD&L Committee now requests Council to note the following additional appointment as External Examiner as agreed by the Committee on 3<sup>rd</sup> March 2011 for the 5<sup>th</sup> May 2011 sitting of the PRE:

- Prof. Peter Weedle, MPSI, Superintendent Pharmacist and Professor of Pharmacy Practice, School of Pharmacy UCC

Prof. Weedle joins those examiners approved by Council on 10<sup>th</sup> February 2011, namely David Croke, Professor of Biochemistry, Director of Quality Enhancement, RCSI (RCSI nominee); Dr. Anne Marie Healy, MPSI and Director of Teaching & Learning (Undergraduate), School of Pharmacy & Pharmaceutical Sciences, TCD; Prof. June Nunn.

Ms. L. Clarke will act as Appeals Examiner.

Council noted the appointment of External Examiners for the May 2011 sitting of the Professional Registration Examination.

### **3.7.3 Approval of the Marks and Standards document for 2010-11 (Sent: 16th March 2011)**

Ms L. Horgan distributed a graph to assist Council members in relation to the important amendment to the Marks and Standards document for 2010-11. The amendment was proposed to the document previously approved by Council for 2009-10 by the Programme Director of the RCSI and relates to the cut-score for Part 2 of the Professional Registration Examination with effect from October 2011. The RCSI is proposing that the cut score of each individual OSCE station (except data stations where the cut score is determined by the Angoff method) should be determined by Borderline Regression (BR) plus one standard error of measurement, which gives greater assurance of the performance capability of the candidates. The cut-score in the Marks and Standards document for the 2009-10 NPIP/MPharm had been determined by Borderline Group Method (BGM). The PD&L Committee is recommending to Council that this change be made in line with international trends favouring the use of this particular method. An explanatory memo had been provided by Ms. L. Horgan.

Council unanimously approved the Marks and Standards document for 2010-11.

Proposed and seconded by:

1. Prof. J. Nunn
2. Mr. P. Fahey

Action<sup>7</sup> : Professional Development and Learning Unit

### **3.8 Guidelines on the Sourcing, Storage and Disposal of Medicinal Products within a Retail Pharmacy Business (Sent: 16th March 2011)**

The President invited Ms. K. Mulvenna to address the meeting on these guidelines. Ms. K. Mulvenna confirmed that the document was now in its final review format and the intention is to perform a final proof-reading prior to dissemination to the profession. She explained that it will be published on the PSI website and a copy sent to all Retail Pharmacy Businesses.

In reply to a query regarding procedure for recording inter pharmacy exchange for medicinal products, Ms. K. Mulvenna confirmed that the intention of the document was to facilitate a method of accounting for all stock in a pharmacy by recording details (including batch number) of a product along with its supplier, ensuring traceability.

The Registrar confirmed that the Memorandum of Understanding with An Garda Síochána is at an advanced stage and it was hoped to bring this to Council in the near future.

Council unanimously approved Guidelines on the Sourcing, Storage and Disposal of Medicinal Products within a Retail Pharmacy Business. Proposed and seconded by:

1. Ms. R. Purcell
2. Dr. B. Leddy

Action<sup>8</sup> : Pharmacy Practice Development Unit

### **3.9 Guidelines on Managing the Closure, and Cancellation of the Registration, of a Retail Pharmacy Business (Sent: 16th March 2011)**

Ms K. Mulvenna explained that interim guidance had been issued in March 2010 and further amendments had been made to the document recently. She recommended them to Council and stressed that it was a comprehensive document, which covered different types of closure scenarios. Important issues had been highlighted in the document, such as management and confidentiality of patient records, disposal of medicines and ensuring that vulnerable groups were considered when closure of a pharmacy occurred.

The fact that the pharmacy owner and all relevant pharmacists should be cognisant, throughout the process of closing a pharmacy, of patients' continuing care needs, was highlighted.

Council unanimously approved the Guidelines on Managing the Closure, and Cancellation of the Registration, of a Retail Pharmacy Business.

Proposed and seconded by:

1. Ms. R. Purcell
2. Ms. C. Hallahan

Action<sup>9</sup> : Pharmacy Practice Development Unit

### **President's Time**

The President then thanked those Council members whose terms of office were ending on 21<sup>st</sup> May 2011 and who might not be attending the Council meeting on 10<sup>th</sup> May 2011. The President also thanked former Presidents Mr. Brendan Hayes and Dr. Bernard Leddy. She indicated that Dr. Leddy had confirmed his willingness to serve on future PSI Committees as necessary. The President also thanked Ms. C. Hallahan, Chairperson of the Chairperson's Committee, for her role in assisting with the change management process involved since the enactment of the Pharmacy Act 2007. The President also thanked the staff of the PSI for all their work. The President invited outgoing Council members to address the meeting if they so wished.

The following members addressed Council:

Ms. K. Mulvenna thanked the PPD Committee and commended them for the huge volume of work carried out. She thanked the staff of the PSI for ensuring that progress had been made on many issues. Ms K. Mulvenna also indicated she would be willing to assist on PSI Advisory Committees if so desired.

Ms. C. Hallahan said her time on Council had provided her with great insight into the pharmacy profession. She thanked everyone for their work in the transition period.

Dr. B. Leddy said it had been a huge honour to act as both President and Vice President. He thanked the staff of the PSI and commended the Registrar for his outstanding work in ensuring the enactment of the Pharmacy Act 2007.

Prof. J. Nunn said that the work carried out by the PD&L Committee should act as a template for other healthcare professions. She expressed her thanks to Prof. P. Gallagher and to Ms L. Horgan for the enormous amount of work done. She also thanked the Minister for Health and Children for appointing her to the PSI Council.

**3.10 Code of Practice Compliance Review of the Pharmaceutical Society of Ireland (Sent: 16th March 2011)**

3.10(a) PSI Code of Compliance Review and 3.10(b) Appendix 1

This item was deferred to 10<sup>th</sup> May Council meeting.

**4.0 Report to Council from Audit Committee Report**

This item was deferred to 10<sup>th</sup> May Council meeting.

The meeting ended at 1.30pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_